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## STATEMENT

CONCERNING THE

# Army and Navy Claim Agency

OF THE

U. S. SANITARY COMMISSION,

From September 1, 1861, to October 1, 1866.

1866



## Statement Concerning the Army and Navy Claim Agency of the U. S. Sanitary Commission.

THE prosecution of Claims on Government, for soldiers and sailors or their representatives, without charge, became a distinctly organized form of the Commission's Special Relief Service, January 1, 1863.

Its first Local Agency, for filing Claims in the various governmental departments, was opened in Washington, D. C., February 10, 1863, at 389 H street, in connection with its Special Relief Office, and continued in operation until July 10, 1865, when its business was transferred to the Central Bureau.

The Central Bureau was organized April 1, 1864, at 244 F street, Washington, under the title of "The U. S. Sanitary Commission Army and Navy Claim Agency."

A few additional agencies were established prior to May, 1865, when an extension and enlargement of the system of Local Agencies--auxiliary to the Central Bureau--was undertaken, under the immediate supervision of Mr. William F. Bascom, who, at a later period, (October 1, 1865,) was appointed General Agent of the Bureau.

The whole number of agencies thus established, and supported either wholly or in part, from the Central Treasury of the Commission has been 108.

The agencies at Philadelphia and Louisville have filed their Claims direct in the governmental departments.\* All others, deriving support from the Central Treasury of the Commis-

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\*The agency at Philadelphia has filed Claims of Discharged Men for "Arrears of Pay and Bounty," through the Central Bureau.

sion, have transacted their business through the Central Bureau, which has supplied all instructions, forms, blanks, books for registry and record, and stationery, required in transacting the business.

On the first day of every month, Local Agencies were required to make full returns to the Central Bureau, including a classified statement of the business of the month, with their monthly expense account, accompanied by vouchers.

The Central Bureau ceased to receive Claims on January 1, 1866, its unsettled claims at that date numbering 31,919.\*

The number of unsettled claims at this date (October 1, 1866) is 20,273.

The prosecution of these Claims is still progressing, and the work of the Bureau rapidly approaching completion.

A condensed tabular statement of this branch of the Commission's Special Relief Service, from September 1, 1861, to October 1, 1866, is herewith presented; accompanied by a list of local agencies, a classified statement of expenses of the Central Bureau and Local Agencies, and certain Forms indicating the system employed for conducting the operations of the Bureau.

JNO. S. BLATCHFORD,  
GENERAL SECRETARY.

WASHINGTON, October 1, 1866.

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\* The Agency at New York continued to receive claims until March 19, 1866.



**ARMY AND NAVY CLAIM AGENCY**  
**Condensed Statement of Work from**

<b>Agency.</b>	<b>Period.</b>	<b>Number of Claims Allowed.</b>	<b>Cash Value.</b>	<b>Number Claims Rejected.</b>
Special Relief Office, Washington, D. C.	*From Sept. 1, 1861, to Jan. 1, 1863.	3,103	\$229,671.36	...
	From Jan. 1, 1863, to Jan. 1, 1864.	3,208	227,063.20	...
	From Jan. 1, 1864, to Jan. 1, 1865.	4,893	412,810.47	...
	From Jan. 1, 1865, to Jan. 27, 1866.	4,896	547,436.31	...
	From Jan. 1, 1863, to Jan. 27, 1866.	2,446	296,405.23	...
	From Feb. 14, 1863, to July 10, 1865.	4,961	308,470.90	...
	From April 30, 1863, to March 1, 1865.	2,440	209,902.06	...
	From April 1, 1863, to April 1, 1866.	378	36,688.91	...
	From April 1, 1864, to Jan. 1, 1865.	751	188,409.31	...
	From Jan. 1, 1865, to Jan. 1, 1866.	5,650	1,570,365.32	1,570
Special Relief Station, Convalescent Camp, near Alexandria, Va.	From Jan. 1, 1866, to Oct. 1, 1866	12,011	3,221,421.20	3,700
	From May 15, 1863, to Oct. 1, 1866	7,833	2,482,643.94	1,663
Agency at Philadelphia, Pa.,	From Jan. 1, 1866, to October 1, 1866.	204	60,835.71	
“ “ New York City.‡	From April 1, 1864, to Nov. 1, 1865.	629	33,612.91	
“ “ Louisville, Ky.,	From Sept. 1, 1861, to Oct. 1, 1866.	52,743	\$9,726,427.83	7,000
<b>TOTAL.....</b>				

During the period from Sept. 1, 1861, to Jan. 1, 1863, no systematic record of this service made by Mr. F. X. Knapp.

Miscellaneous claims not formally entered upon the Office Records.

† In determining the cash value of Pension Claims, they are estimated as continuing for five years.

‡ The business of the New York Agency, prior to January 1, 1866, appears in the Exhibit of Governmental Departments. For condensed statement of the work of this Agency from January 1, 1866, to October 1, 1866, see page 222.

**Number of Claims remaining**

A large amount of aid has been rendered to Soldiers at the various Special Relief Offices and the adjustment of accounts and the collection of dues from Government, which does not appear in

THE U. S. SANITARY COMMISSION.  
September 1, 1861, to October 1, 1866.

Whole No.	Claims	Cost of Service.	Classification of Claims Allowed.
			Settled.
3,103			Miscellaneous..... 3,130
			Pay and Bounty of Discharged Men..... 2,636
3,208			Pay and Bounty of Men in Hospital..... 572
			Pay and Bounty of Discharged Men..... 2,085
4,893			Pay and Bounty of Men in Hospital..... 2,260
			Miscellaneous..... 608
4,896			Pay and Bounty of Discharged Men..... 2,945
			Pay and Bounty of Men in Hospital..... 792
2,446			Miscellaneous..... 1,159
			Miscellaneous..... 2,446
4,961			Pensions..... 4,644
			Arrears of Pay and Bounty..... 317
2,140			Miscellaneous—chiefly Pay and Bounty of Discharged Men and Men in Hospital..... 2,140
378			Miscellaneous—chiefly Pay and Bounty of Discharged Men .. 378
797	88,844	30	Invalid Pensions..... 1,030
7,198	106,895	57	Widow's Pensions..... 2,593
15,725	70,404	24	Unclassified Pensions..... 246
9,477	22,156	50	Naval Pensions..... 162
240	10,622	67	Arrears of Pay and Bounty, including Arrears of Pay and Bounty of Discharged soldiers; on account of Deceased soldiers; Naval Arrears Pay and Bounty; Naval Transfer; Commutation of Rations and Officers' Accounts..... 15,560
311	2,108	37	Prize Money..... 1,189
59,773	8221,028	65	Invalid Pensions..... 2,872
			Widow's Pensions..... 905
			Unclassified Pensions..... 312
			Arrears of Pay and Bounty of Discharged soldiers..... 2,541
			Arrears of Pay and Bounty on account of Deceased soldiers,..... 2,169
			Miscellaneous..... 708
			Arrears of Pay and Bounty..... 81
			Pensions..... 94
			Prize Cases..... 29
			Pensions..... 126
			Arrears of Pay and Bounty..... 153
			Correspondence of the Central Bureau from April 1, 1864, to October 1, 1866; Letters received, 106,409; Letters and Mail Packages transmitted, 126,983. Total, 233,392.

preserved at the Special Relief Office in Washington. The result given is based on an estimate

ors at the rate originally allowed.  
ie Central Bureau. Claims received subsequent to January 1, 1866, have been filed direct in the  
1, 1863, to November 11, 1866, see appendix

settled October 1, 1866, 20,273.

Stations of the Commission, involving "correction of papers," in almost every form, necessary to his statement, and of which no record exists.



U. S. SANITARY COMMISSION  
ARMY AND NAVY CLAIM AGENCY.

Classification of Expense Account of the "Central Bureau" at Washington, D. C., from April 1, 1864, to October 1, 1866:

Rent.....	\$1,348.55
Advertising.....	21.25
Stationery.....	10,596.19
Postage.....	5,458.64
Telegrams.....	51.46
Freight.....	367.10
Expenses.....	3,683.54
Travelling Expenses.....	4,575.29
Salaries.....	76,589.90
Fees of Magistrates.....	53.50
	----- \$99,745.62

Classification of Expenditure incurred for support of "Local Agencies" auxiliary to the Central Bureau, from April 1, 1864, to October 1, 1866:

Salaries.....	\$69,237.14
Fees of Magistrates.....	8,891.25
Postage.....	6,294.56
Rent.....	4,790.72
Advertising.....	5,325.91
Other Expenses.....	15,233.42
	----- 109,773.00
Total .....	\$209,518.62

The expenses of the Philadelphia Agency, which has transacted its business direct with the Governmental Departments, amounting to \$22,156.50, from April 1, 1863, to October 1, 1866, is included in the EXPENSE ACCOUNT of Local Agencies.

United States Sanitary Commission Army and Navy  
Claim Agency.

LIST OF LOCAL AGENCIES

AUXILIARY TO THE CENTRAL BUREAU, WASHINGTON, D. C.

Location.	Date of Establishment.	Name of Agent.	Date of Discontinuance.	No. of Claims Filed.
CONNECTICUT.				
Bridgeport .....	June 10, 1865.	Andrew Grogan.....	Dec. 31, 1865.	128
Hartford .....	June 10, 1865.	Richard W. Roberts.....	" "	435
New Haven.....	June 9, 1865.	Francis M. Lovejoy, succeeded July 20, 1865,	" "	472
New London....	June 16, 1865.	{ by Ellsworth A. Smith. Charles M. Wilcox.....	" "	97
DELAWARE.				
Wilmington ....	July 1, 1865.	Levi C. Bird.....	" "	80
DIST. OF COLUMBIA.				
Washington ....	Feb. 14, 1863.	{ Wm. F. Bascom, succeeded April 14, 1864, by Milton P. Barry.	Dec. 31, 1865.	6329
ILLINOIS.				
Alton .....	July 1, 1865.	James Newman.....	Dec. 31, 1865.	54
Centralia.....	July 1, 1865.	Samuel P. Tufts.....	" "	19
Chicago .....	April 1, 1865.	{ M. D. Bartlett, succeeded Aug. 1, 1865, by A. N. Linscott.	" "	1010
Griggsville.....	Oct. 1, 1865	H. L. Boltwood.....	" "	8
Peoria .....	July 1, 1865.	Chuncey Nye.....	" "	142
Quincy.....	July 1, 1865.	Henry A. Castle.....	" "	319
Vienna.....	Aug. 15, 1865.	John S. Crum.....	" "	24
INDIANA.				
Evansville....	June 15, 1865.	Charles E. Marsh.....	Nov. 17, 1865.	66
Fort Wayne.....	July 28, 1865.	W. T. Jennison.....	Dec. 31, " "	70
Indianapolis ...	June 7, 1865.	Temple C. Harrison.....	" "	227
Lafayette .....	June 9, 1865.	Taylor & Watson .....	" "	316
Laporte .....	June 13, 1865.	Wm. Andrew.....	" "	126
Lebanon .....	Oct. 1, 1865.	R. B. Simpson.....	" "	44
Madison .....	July 1, 1865.	David G. Phillips.....	" "	169
Richmond....	July 1, 1865.	Lewis D. Stubbs.....	Nov. 20, "	48
Terre Haute....	June 13, 1865.	Thomas C. Bailey.....	Dec. 31, "	120
IOWA.				
Burlington .....	July 1, 1865.	J. P. Brown.....	Dec. 31, 1865.	81
Davenport.....	June 19, 1865.	Charles H. Kent.....	" "	329
Des Moines.....	June 20, 1865.	Geo. P. Abel.....	" "	150
Dubuque .....	June 8, 1865.	E. S. Norris.....	" "	151

Location.	Date of Establishment.	Name of Agent.	Date of Discontinuance.	No. of Claims Filed.
KANSAS				
Lawrence .....	July 15, 1865.	Eugene L. Akio .....	Dec. 31, 1865.	83
Leavenworth .....	July 15, 1865.	Charles H. Caudle .....	"	245
KENTUCKY				
Bowling Green .....	June 14, 1865.	L. J. Kimball .....	Dec. 31, 1865.	13
Frankfort .....	July 15, 1865.	John M. Brown .....	"	50
LOUISIANA				
New Orleans ...	Feb. 15, 1864	Charles W. Seaton .....	Oct. 14, 1865.	1024
MAINE				
Augusta .....	June 14, 1865.	Joseph Burton .....	Dec. 31, 1865.	188
Bangor .....	June 14, 1865.	Ruel Smith .....	"	152
Bucksport .....		J. E. Sherman .....	"	168
Corinna .....	June 20, 1864.	Freeman Knowles .....	Oct. 1.	20
Levant .....	June 1, 1864.	T. H. Wiggin .....	Oct. 21.	21
Paris .....		Wm. A. Pidgeon .....	Oct. 1.	19
Portland .....	June 15, 1865.	Wm. H. Fessenden .....	Dec. 31.	107
MARYLAND				
Annapolis .....	(April 27, 1864).	C. Dentinger .....	Oct. 7, 1864.	24
Baltimore .....	(Aug. 19, 1864).	Charles H. Colb .....	Dec. 31, 1865.	1280
Frederick .....	July 1, 1865.	Joseph M. Elberts .....	"	20
MASSACHUSETTS				
Boston .....	Oct. 18, 1862. Became auxiliary to the Sanitary Commission, Feb. 1, 1865.	Francis S. Dyer .....	April 30, 1866.	2075
Greenfield .....	July 20, 1865.	Geo. W. Bartlett .....	Dec. 31, 1865.	52
Lowell .....	July 1, 1865.	(N. D. A. Sawyer, succeeded Oct. 1, 1865, by )	"	154
Neponset .....	Oct. 1, 1864.	(Joseph W. Gelray, )	"	6
New Bedford .....	July 1, 1865.	Thomas F. Temple .....	July 1.	168
Pittsfield .....	Aug. 23, 1865.	Wm. Almy .....	Dec. 31.	73
Springfield .....	June 10, 1865.	E. M. Wood .....	"	232
Worcester .....	June 15, 1865.	Lewis A. Tiff .....	"	72
		(John A. Lovell, succeeded Sept. 15, 1865, by )	"	
		(Augustus Stone, succeeded by )	"	
MICHIGAN				
Adrian .....	July 1, 1865.	Carlton E. Barlow .....	Dec. 31, 1865.	290
Detroit .....	July 5, 1865.	Wm. Jennison, Jr. ....	"	286
Grand Rapids .....	July 10, 1865.	Isaac H. Parish .....	"	74
Jackson .....	July 5, 1865.	G. Thompson Gridley .....	"	125
Kalamazoo .....	July 3, 1865.	Charles A. Thompson, Jr. ....	"	92
MINNESOTA				
Saint Paul .....	July 1, 1864.	Col. Oscar Mabuross, succeeded May 15, 1865, by Gen. John Peller, succeeded Jan. 22, 1866, by Gen. H. P. Van Cleve, ....	Dec. 31, 1864.	964

Location.	Date of Establishment.	Name of Agent.	Date of Discontinuance.	No. of Claims Filed.
MISSOURI.				
Saint Louis.....	July 20, 1865.	Henry M. Post.....	Dec. 31, 1865.	230
NEW HAMPSHIRE.				
Concord.....	July 1, 1865.	Samuel C. Eastman.....	Dec. 31, 1865.	101
Manchester.....	July 1, 1865.	Cyrus A. Sullaway.....	" " "	187
Portsmouth ....	July 1, 1865.	Rev. Sullivan Holman...	" " "	102
NEW JERSEY.				
Newark .....	July 19, 1865.	David A. Ryerson.....	Dec. 31, 1865.	846
Trenton .....	July 1, 1865.	D. Cooper Allinson.....	" " "	384
NEW YORK				
Albany .....	July 1, 1864.	{ McClure & Miller, succeeded Jan. 1, 1866, by Maj W. W. Post.	Dec. 31, 1865.	1403
Buffalo .....	May 18, 1864.	{ Jos. A. Peters, succeeded Sept. 1, 1864, by F. G. Pattison.	" " "	385
Elmira.....	June 16, 1864	Mrs. C. B. Stuart.....	" " "	129
Jamestown.....	May 31, 1864	Smith C. Howe.....	Jan. 16, " "	29
Lockport.....	Oct. 16, 1865.	Geo. W. Perigo.....	Dec. 31, " "	25
N. York City .....	Jan. 19, 1863 Became auxili- ary to the San- itary Commiss'n, June 1, 1864.	Henry Greenfield, suc- ceeded April 1, 1866, by Gilbert S. King.	(Ceas'd to receive claims March 19, '66. The Agency still in operation (October 1, '66 for completion of unsett'd claims.	10116
Ogdensburg....	July 10, 1865.	Gardner B. Chapin .....	Dec. 31, 1865	111
Plattsburgh....	July 1, 1865.	Oren C. Gregg.....	" " "	212
Poughkeepsie...	Aug. 1, 1865	Walter C. Allen.....	" " "	58
Rochester.....	May 19, 1864.	N. S. Jones, succeeded July 19, 1864, by A. J. Hatch, suc'd July 1, '65, by Dr. A. Mandeville.	" " "	495
Spencer.....	Aug. 1, 1864.	C. W. Bradley.....	Dec. 16, 1865.	24
Syracuse.....	July 1, 1864.	Silas F. Smith, suc- ceeded July 1, 1865, by H. De Wolfe.	Dec. 31, " "	660
Troy.....	July 18, 1864.	B. H. Hall, succeeded August 1, 1865, by Se- well Sargeant.	" " "	86
Utica.....	July 1, 1865.	Geo. C. Carter.....	" " "	244
Watertown....	July 15, 1865.	Lucian E. Carter.....	" " "	173
Westfield .....	Oct. 1, 1865.	John Francis.....	" " "	11
OHIO.				
Chillicothe .....	July 1, 1865.	Thaddeus A. Minshall...	Dec. 31, 1865.	75
Cleveland.....	May 8, 1865.	Wm. H. Gaylord, suc- ceeded June 1, 1866, by Jasper E. Williams.	Ceased to file claims in the Central Bureau Dec. 31, '65. The Agency still in oper'n Oct 1, '66.	187
Dayton....	July 1, 1865.	Robert Brundrette.....	Dec. 31, 1865.	408
Mansfield.....	July 25, 1865.	Vance & Dailey.....	" " "	95
Marietta.....	July 1, 1865.	Geo. M. Woodbridge.....	" " "	69
Steubenville....	July 12, 1865.	W. A. Walden.....	Oct. 31, " "	14
Toledo.....	July 27, 1865.	Hartwell Osborn.....	Dec. 31, " "	89
Zanesville .....	July 1, 1865.	David Hull.....	" " "	173

Location.	Date of Establishment.	Name of Agent.	Date of Discontinuance.	No. of Claims Filed.
PENNSYLVANIA.				
Carbondale.....	June 10, 1865.	D. N. Lathrop.....	Dec. 31, 1865.	49
Erie.....	May 25, 1865.	A. J. Foster.....	" "	105
Harrisburgh....	April 15, 1865.	Dewitt & Snodgrass.....	" "	401
Lancaster.....	Oct. 1, 1865.	W. W. Nevin.....	" "	81
Meadville.....	June 1, 1865.	D. C. McCoy.....	" "	142
Philadelphia....	April 8, 1863.	Wm. N. Ashmun.....	Ceas'd to rec'e claims Dec. 31, '65. Agency still in operation Oct. 1, '66, for comple- tion of unsettled claims.	10798
Pittsburgh.....	July 1, 1865.	B. F. Brown.....	Dec. 31, 1865.	434
Scranton.....	Nov. 1, 1865.	Aretus H. Winton.....	" "	44
Shippensburg.....	May 24, 1865.	D. W. Thrush.....	" "	51
Wilkesbarre....	June 10, 1865.	Hubbard B. Payne.....	" "	147
TENNESSEE.				
Knoxville.....	Aug. 1, 1865.	Charles Seymour.....	Dec. 31, 1865.	398
VERMONT.				
Brattleboro.....	July 1, 1865.	Geo. H. Bailey.....	Dec. 31, 1865.	91
Burlington.....	July 1, 1865.	A. J. Howard.....	" "	157
Montpelier.....	July 1, 1865.	{ D. L. Fuller, succeeded Sept. 1, 1865, by E. J. Scott. }	" "	161
Rutland.....	June 1, 1865.	James E. Porter.....	" "	91
WEST VIRGINIA.				
Grafton.....	July 12, 1865.	James M. Serogin.....	Dec. 31, 1865.	17
Wheeling.....	July 1, 1865.	James Gilchrist.....	" "	113
WISCONSIN.				
Fon-du-Lac.....	July 1, 1865.	N. C. Giffin.....	Dec. 31, 1865.	163
Janesville.....	Sept. 1, 1865.	Pliny Norcross.....	" "	117
La-Crosse.....	June 13, 1865.	Stogdill & Daniels.....	" "	92
Madison.....	July 1, 1865.	Buel E. Hutchinson.....	" "	357
Milwaukee.....	July 1, 1865.	Wm. G. Whipple.....	" "	260
Watertown.....	July 1, 1865.	Calvin B. Skinner.....	" "	73
Whole number of Claims filed by Local Agencies.....				50,604

## Form of Agreement used in the Establishment of "Local Agencies."

U. S. SANITARY COMMISSION ARMY AND NAVY CLAIM AGENCY.

### A G R E E M E N T.

THIS AGREEMENT WITNESSETH: That I, ..... of ..... in the County of ..... and State of ..... do hereby promise and agree to and with ..... as General Secretary of the United States Sanitary Commission, or his successor in office, in consideration of the amount hereinafter mentioned as a salary for such service, to open and sustain in said ..... an Army and Navy Claim Agency, from the .... day of ..... 1865, to the first day of July, A. D. 1866, under the direction and in accordance with the instructions of the General Agent of the Army and Navy Claim Agency of the said Sanitary Commission at Washington, D. C., and to fill out, and cause to be duly executed, proper applications to the respective Governmental Departments for all claimants applying to me or at my said office; to file the same in the office of the said General Agent at Washington, and to procure and forward to him all the evidence possible, which shall be required of me; and if any part of said evidence shall be required to be procured after said first day of July, 1866, I do further agree to procure and forward the same to said General Agent, without compensation additional to that hereinafter mentioned. And I do further agree and pledge myself, that I will render such assistance in the collection of moneys upon certificates issued on claims filed by me in the office of the said General Agent, as may be directed or required of me by said General Agent; that I will not receive from claimants or others any amount or compensation whatever, for any services rendered by me in the prosecution of said claims, or the collection of moneys upon such certificates, or for the expenses of such prosecution or collection, in addition to the salary and payments hereinafter mentioned. And I do further agree and consent that this agreement and engagement may be terminated by said General Secretary at his option, at any time prior to the 1st day of July, 1866, by a written notice to me of not less than thirty days: *Provided*, That the said General Secretary shall cause to be paid to me a salary for my services at the rate of ..... dollars per year, payable monthly, for the period covered by this Agreement; shall furnish me such blanks, circulars, cards, posters, stationery, and blank books as may be necessary; pay the magistrates' fees and the postage accruing in the business, and the cost of such advertising as shall be approved by said General Agent; and *provided*, further, that the terms of this Agreement shall be approved and accepted by the said General Secretary.

WITNESS my hand and seal at ..... this ..... day of ..... 1865.



Approved and accepted by me, at Washington, D. C., this ..... day of ..... 1866.

JNO. S. BLATCHFORD,

General Secretary U. S. Sanitary Commission.

# U. S. Sanitary Commission Army and Navy Claim Agency.

CENTRAL OFFICE, 24 F STREET, WASHINGTON, D. C.

## INSTRUCTIONS TO LOCAL AGENTS.

### I. ADVERTISEMENT OF AGENCY.

You are hereby directed to advertise at once your Agency in manner following:

1. You will cause the enclosed advertisement to be inserted every other day, for the period of... ....days, in the two daily papers having the largest circulation in your immediate vicinity, and also for.....months in such weekly local paper as may have the widest circulation among the farming population of the district whence you expect to derive business. At some points where the population is largely German, it may be advisable to select, as one of these, a paper printed in the German language; and this consideration is left to your own judgment. You will also endeavor to secure as extended an editorial notice as possible in each of said papers. If practicable, you will obtain such insertion at reduced rates; and will report fully your action to the Central Office, enclosing a sample of the advertisement inserted.
2. You will cause to be conspicuously posted, in and about the streets and public buildings of your own and surrounding towns and villages, the advertising posters sent you. This should be done extensively and thoroughly.
3. You will also mail two or three of your posters to each Postmaster in the district from which you expect to derive business, with the request that he will display them in most conspicuous positions in his office, and will lend his friendly aid towards directing parties interested to your Agency.
4. You will mail your cards and circulars to all soldiers, sailors and their families of whose residence you can procure information, and for that purpose will endeavor to obtain a full list of all such persons resident in your vicinity.
5. You will open a correspondence with, and solicit the friendly co-operation of the Ladies' Aid Societies in all the villages and towns from which you may hope to draw business, mailing to each a supply of your cards and circulars for distribution.
6. You will mail your cards and circulars to every settled minister of whatever denomination in your county or district, with the request that he will publish to his flock the nature and plan of your agency.

You will please promptly comply with the above directions, and report your action fully to the Central Office.

## II. THE PREPARATION AND PRESENTATION OF CLAIMS.

It will be your duty, when a claimant applies to you, after drawing from him a full statement of facts:

1. To carefully fill out upon Blanks to be furnished you by the General Agent, the proper application for his claim. You will be particular that all the blanks in the papers and endorsements are properly filled. You will next see that the papers are duly executed in conformity with the special instructions which will be sent you. In all cases of widow's applications, you will furnish the best evidence possible of marriage; and where the claim is made by a widow for Pension, and Arrears of Pay and Bounty, you will furnish proof of marriage in both cases: *i. e.*, one for the Pension Claim, and another for that of Bounty and Arrears of Pay, in conformity with the instructions furnished. No fees or expenses of any kind will be paid by the claimant in any case. In Invalid Pension cases, no Surgeon's examination will be required of you unless ordered by the Central Office.
2. You will prepare and forward papers for all persons applying to you, whether or not you consider their cases fair and their statements true. If a claim is considered by you fraudulent or unjust, you will still forward the papers, and, without intimation to the claimant, will notify the General Agent of your suspicions, and the grounds on which they rest.
3. At the close of each week, you will forward to the Central Agency, at Washington, D. C., all papers that have been executed during the week. All correspondence and papers must be sent to the Central Agency, and in no case are you to communicate directly with the Governmental Departments.
4. Applications for blanks, &c., inquiries about claims made out by other agents, and all doubtful questions in reference to the "Preparation and Presentation of Claims," will be submitted by you for explanation or instruction to the General Agent at Washington, D. C.

## III. RECORDS AND REPORTS.

A. You will keep the following books in your office:

1. A Register, which will be furnished you by the Central Agency. In it you will enter the number of the case, the name of the claimant, his rank, company, and regiment, service, and post-office address, the date of the transmission of all papers to the Central Office, and clearly the character of the claim. You will also enter under each case all the steps taken by you, together with all expenses incurred in its prosecution.
2. A Cash Book, in which you will keep a general Cash account, showing receipts and disbursements of your office. In each entry of disbursement, care should be taken to mention the name of the claimant in whose case the payment occurred.
3. You will, on the *first day of each month*, make a report to the Superintendent of the work of your office during the preceding month, which will comprise:

1. A statement of the number of claims received and forwarded by you, classified in conformity with the blank and instructions which will be sent you; and
2. A Cash report, which will give a classified transcript of the items from your Cash Account, and be accompanied by your duplicate vouchers for the month, received, including bills of magistrates, of publishers of papers &c., received, or certified by them as correct.

#### IV. COLLECTION OF MONEYS.

Upon the allowance of a claim by a Governmental Department, the certificate will be mailed by the Central Office to the post-office address of the claimant, and you will be notified of that fact; except in cases where the claimant resides in the same town with yourself, when the certificate will be sent to you for delivery. It will be your duty to give the claimants, in all cases, all necessary assistance to enable them to convert their certificates into money. Blanks for the purpose can be had at this office; and for them, or any instructions in reference to the collection of moneys on the certificates, you will apply to the General Agent.

You will also in every case, when you render such assistance in the collection of moneys, report the fact to the Central Office, giving the name of the claimant, the class of the claim, and the date and amount of the collection.

#### V. CORRESPONDENCE WITH THE CENTRAL OFFICE.

The convenience of this office requires that all correspondence with it should be through the Superintendent of Local Agencies, except such matters, specified under the heads of "Preparation and Presentation of Claims" and "Collection of Moneys," as are therein directed to be submitted to the General Agent.

*Please carefully observe the distinction.*

WILLIAM F. BASCOM,

Superintendent of Local Agencies.

## APPENDIX.

### U. S. SANITARY COMMISSION.

#### Condensed Exhibit of the Operations of the Protective War Claim Association of New York, from Jan. 19, 1863, to Nov. 1, 1866.

Number of Claims allowed.....	7,052
Cash value of Claims allowed.....	\$1,912,999.30
Number of Claims rejected.....	836
Number of Claims remaining unsettled, Nov. 1, 1866.....	2,228
Whole number of Claims filed.....	10,116
Expenses of the Agency.....	\$29,775.26

#### Classification of Claims Allowed:

Widows, 2,213; Children, 118; Invalids, 2,925;  
Fathers, 661; Mothers, 877; Brothers and Sisters, 258.  
Total, 7,052.

#### Classification of Expense Account:

Salaries.....	\$18,628.11
Rent.....	3,681.25
Postage.....	1,332.60
Printing.....	1,748.28
Stationery.....	1,270.54
Furniture.....	483.73
Office Expenses.....	2,630.75
	<hr/>
	\$29,775.26

NOTE.—The Protective War Claim Association was organized January 19, 1863. It became auxiliary to the Sanitary Commission, June 1, 1864. It ceased to file claims through the Central Bureau, January 1, 1866, but continued to receive claims, filing them direct in the Governmental Departments, until March 19, 1866.

The operations of the Association have been directed by an Executive Committee, consisting of Messrs. Howard Potter, Theodore Roosevelt, and Wm. E. Dodge, jr., until November 11, 1866, when its remaining business was transferred to the immediate charge and direction of the Sanitary Commission for completion.



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